

Postage Statement—First-Class Mail and First-Class Package Service

Use this form for First-Class Mail and First-Class Package Service.

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

| | | | |
|---------------|--|---|---|
| Mailer | Permit Holder Name, Address, Email, Telephone | Mailing Agent (If other than permit holder) Name, Address, Telephone | Mail Owner (If other than permit holder) Name, Address |
| | CAPS Cust. Ref. No. _____ CRID _____ | CRID _____ | CRID _____ |

| | | | | | | | |
|----------------|--|---|--|--|---------------------|---|---|
| Mailing | Post Office of Mailing | Mailer's Mailing Date | Federal Agency Cost Code | Statement Seq. No. | Permit # | No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other | |
| | Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered | Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels | For Mail Enclosed within Another Class <input type="checkbox"/> Marketing Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail | Weight of a Single Piece _____ pounds | SSF Transaction ID# | | Parcels Only Hold For Pickup (HFPU) No. of pieces _____ |
| | Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA ^{Link} <input type="checkbox"/> ACS | <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format | Combined Mailing <input type="checkbox"/> Single Class | Total Pieces Letter or flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk. | Total Weight | | Customer Generated Electronic Labels <input type="checkbox"/> SigCon |
| | This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No | | | For Automation Price Pieces, Enter Date of Address Matching and Coding ___/___/___ | | | |

Parts Completed (Select all that apply): A B C D S NSA

| | | | | |
|----------------|----------|--|---|---|
| Postage | 1 | Subtotal Postage (Add parts totals) | | |
| | 2 | Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage. | _____ pcs. x \$_____ = Postage Affixed | - |
| | 3 | Incentive/Discount Flat Dollar Amount | | - |
| | 4 | Fee Flat Dollar Amount | | + |
| | 5 | Permit # _____ | Net Postage Due (Line 1 +/- Lines 2, 3, 4) | |

| | | | |
|----------------------|--|--|--|
| USPS Use Only | Additional Postage Payment (State reason) | | |
| | For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. | Total Adjusted Postage Affixed | |
| | Postmaster: Report Total Postage in AIC 121 (Permit Imprint Only) | Total Adjusted First-Class Mail Postage Permit Imprint | |
| | Postmaster: Report Total Postage in AIC 128 (Permit Imprint Only) | Total Adjusted First-Class Package Service Postage Permit Imprint | |

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

| | | |
|------------------------------|--|-----------|
| Signature of Mailer or Agent | Printed Name of Mailer or Agent Signing Form | Telephone |
|------------------------------|--|-----------|

| | | | | | |
|---------------------------|--|----------------------------|--|--|------------|
| USPS Use Only | Weight of a Single Piece _____ pounds | Total Weight | Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason: | Round Stamp (Required) Payment Date | |
| | Total Pieces | Total Postage | | | |
| | Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required) | | Date Mailed Notified | | Contact |
| | | | By (Initials) | | Time AM PM |
| USPS Employee's Signature | | Print USPS Employee's Name | | | |

First-Class Mail

Part A — Automation Price

Postcards (eligible for postcard price)

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|----|------------|-------|---------------|------------------|-----------------|-----------|---------------|
| A1 | 5-Digit | | | | | | |
| A2 | AADC | | | | | | |
| A3 | Mixed AADC | | | | | | |

Letters

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|----|------------|-------|---------------|------------------|-----------------|-----------|---------------|
| A4 | 5-Digit | | | | | | |
| A5 | AADC | | | | | | |
| A6 | Mixed AADC | | | | | | |

Flats

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|-----|-----------|-------|---------------|------------------|-----------------|-----------|---------------|
| A7 | 5-Digit | | | | | | |
| A8 | 3-Digit | | | | | | |
| A9 | ADC | | | | | | |
| A10 | Mixed ADC | | | | | | |

* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| A11 | Part A Total (Add lines A1 — A10) | | | | | | |
|-----|--|--|--|--|--|--|--|

Full Service Intelligent Mail Option

| | | | | | | | |
|-----|--------------|--|--|--|--|--|--|
| A12 | DISPLAY ONLY | Postcards — Number of Pieces that Comply _____ x \$0.003 | | | | | |
| A13 | DISPLAY ONLY | Letters — Number of Pieces that Comply _____ x 0.003 | | | | | |
| A14 | DISPLAY ONLY | Flats — Number of Pieces that Comply _____ x 0.003 | | | | | |

First-Class Mail

Part B — Nonautomation Price

Postcards (eligible for postcard price)

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|----|--------------|-------|---------------|------------------|----------------|-----------|---------------|
| B1 | Presorted | | | | | | |
| B2 | Single-Piece | | | | | | |

Letters

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|----|---|-------|---------------|------------------|----------------|-----------|---------------|
| B3 | Presorted | | | | | | |
| B4 | Residual From First-Class Mail Mailing (Includes up to 1 oz. and between 1 oz. and 3.5 oz.) | | | | | | |
| B5 | Nonpresorted/Single-Piece* | | | | | | |
| B6 | Single-Piece From USPS Marketing Mail Mailing | | | | | | |

Nonmachinable Letters

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---|-------|---------------|------------------|----------------|-----------|---------------|
| B7 | Presorted | | | | | | |
| B8 | Nonpresorted/Single-Piece | | | | | | |
| B9 | Single-Piece From USPS Marketing Mail Mailing | | | | | | |
| B10 | Nonmachinable Surcharge** (for presorted letters) | | | | | | |
| B11 | Nonmachinable Surcharge** (for single-piece letters) | | | | | | |

Flats

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|--|-------|---------------|------------------|----------------|-----------|---------------|
| B12 | Presorted | | | | | | |
| B13 | Single-Piece | | | | | | |
| B14 | Single-Piece From USPS Marketing Mail Mailing | | | | | | |

Permit Reply Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---|-------|---------------|------------------|----------------|-----------|---------------|
| B15 | Single-Piece Letters (1 oz. or less) | | | | | | |
| B16 | Single-Piece Letters (over 1 oz. to 3.5 oz.) | | | | | | |
| B17 | Single-Piece Flats (1 oz. or less) | | | | | | |
| B18 | Single-Piece Flats (over 1 oz. to 13 oz.) | | | | | | |

* First-Class Mail metered letter price

** Only on FCM letters with one or more nonmachinable characteristics

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| B19 | Part B Total (Add lines B1 — B18) | | | | | | |
|-----|--|--|--|--|--|--|--|

First-Class Package Service

Part C — Parcels

Commercial Parcels less than 16 oz. (1 lbs.)

| | Zone | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|----|---------------------------|-------|---------------|------------------|----------------|-----------|---------------|
| C1 | 1 & 2 | | | | | | |
| C2 | 3 | | | | | | |
| C3 | 4 | | | | | | |
| C4 | 5 | | | | | | |
| C5 | 6 | | | | | | |
| C6 | 7 | | | | | | |
| C7 | 8 | | | | | | |
| C8 | 9 | | | | | | |
| C9 | Irregular shape surcharge | | | | | | |

Commercial Parcels — NSA

| | Zone | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---------------------------|-------|---------------|------------------|----------------|-----------|---------------|
| C10 | 1 & 2 | | | | | | |
| C11 | 3 | | | | | | |
| C12 | 4 | | | | | | |
| C13 | 5 | | | | | | |
| C14 | 6 | | | | | | |
| C15 | 7 | | | | | | |
| C16 | 8 | | | | | | |
| C17 | 9 | | | | | | |
| C18 | Irregular shape surcharge | | | | | | |

Commercial Parcels — NSA

| | Zone | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---------------------------|-------|---------------|------------------|----------------|-----------|---------------|
| C19 | Single-Piece | | | | | | |
| C20 | Irregular shape surcharge | | | | | | |

Retail Parcels 13 oz. (0.8125 lbs.) or less

| | Zone | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|-------|-------|---------------|------------------|----------------|-----------|---------------|
| C21 | 1 & 2 | | | | | | |
| C22 | 3 | | | | | | |
| C23 | 4 | | | | | | |
| C24 | 5 | | | | | | |
| C25 | 6 | | | | | | |
| C26 | 7 | | | | | | |
| C27 | 8 | | | | | | |
| C28 | 9 | | | | | | |

Retail Parcels 13 oz. (0.8125 lbs.) or less from USPS Marketing Mail

| | Zone | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|-------|-------|---------------|------------------|----------------|-----------|---------------|
| C29 | 1 & 2 | | | | | | |
| C30 | 3 | | | | | | |
| C31 | 4 | | | | | | |
| C32 | 5 | | | | | | |
| C33 | 6 | | | | | | |
| C34 | 7 | | | | | | |
| C35 | 8 | | | | | | |
| C36 | 9 | | | | | | |

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| C37 | Part C Total (Add lines C1 — C36) | | | | | | |
|-----|--|--|--|--|--|--|--|

Round Trip DVD, CD, or Other Disc Mail

Part D — Round Trip Mailing that Contain a DVD, CD, or Other Disc

Automation Letters

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|----|------------|-------|---------------|------------------|-----------------|-----------|---------------|
| D1 | 5-Digit | | | | | | |
| D2 | AADC | | | | | | |
| D3 | Mixed AADC | | | | | | |

Presort Letters

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|----|--------------|-------|---------------|------------------|----------------|-----------|---------------|
| D4 | Presorted | | | | | | |
| D5 | Single-Piece | | | | | | |

Automation Flats

| | | Price | No. of Pieces | Subtotal Postage | Discount Total* | Fee Total | Total Postage |
|----|-----------|-------|---------------|------------------|-----------------|-----------|---------------|
| D6 | 5-Digit | | | | | | |
| D7 | 3-Digit | | | | | | |
| D8 | ADC | | | | | | |
| D9 | Mixed ADC | | | | | | |

Presort Flats

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|--------------|-------|---------------|------------------|----------------|-----------|---------------|
| D10 | Presorted | | | | | | |
| D11 | Single-Piece | | | | | | |

Permit Reply Mail

| | | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---|-------|---------------|------------------|----------------|-----------|---------------|
| D12 | Single-Piece Letters (1 oz. or less) | | | | | | |
| D13 | Single-Piece Flats (2 oz. or less) | | | | | | |

* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| D14 | Part D Total (Add lines D1 — D13) | | | | | | |
|-----|--|--|--|--|--|--|--|

Full Service Intelligent Mail Option

| | | | | | | | |
|-----|--------------|--|--|--|--|--|--|
| D15 | DISPLAY ONLY | Letters — Number of Pieces that Comply _____ x \$0.003 | | | | | |
| D16 | DISPLAY ONLY | Flats — Number of Pieces that Comply _____ x 0.003 | | | | | |

Extra Services and Fees

Part S

| | | Fee | No. of Pcs. or Lbs. | Subtotal Postage | Discount Total | Total Postage |
|-----|--|-----|---------------------|------------------|----------------|---------------|
| S1 | Certificate of Mailing (3 or more - Form 3665) | | | | | |
| S2 | Certified Mail | | | | | |
| S3 | Collect on Delivery (COD) | | | | | |
| S4 | USPS Tracking* | | | | | |
| S5 | Insurance | | | | | |
| S6 | Registered Mail | | | | | |
| S7 | Signature Confirmation Restricted Delivery* | | | | | |
| S8 | Return Receipt Electronic | | | | | |
| S9 | Return Receipt (Form 3811) | | | | | |
| S10 | Certified Mail Restricted Delivery | | | | | |
| S11 | Signature Confirmation* | | | | | |
| S13 | Fragile | | | | | |
| S14 | Certified Mail Adult Signature Required | | | | | |
| S15 | Adult Signature 21 Required | | | | | |
| S16 | Adult Signature 21 Restricted Delivery | | | | | |
| S17 | Picture Permit Imprint | | | | | |
| S18 | Day Certain Delivery | | | | | |
| S19 | Certificate of Bulk Mailing (Form 3606-D) | | | | | |
| S20 | Sunday Delivery | | | | | |
| S21 | Same Day | | | | | |
| S22 | Extended Coverage | | | | | |
| S23 | IMpb Non-Compliance Fee | | | | | |
| S25 | Live Animal Transportation | | | | | |
| S26 | Next Day | | | | | |
| S27 | Certified Mail Adult Signature Restricted Delivery | | | | | |
| S28 | Hazardous Material Transportation | | | | | |
| S29 | Perishables | | | | | |
| S30 | Registered Mail Restricted Delivery | | | | | |
| S31 | Insurance Restricted Delivery | | | | | |
| S32 | Collect on Delivery Restricted Delivery | | | | | |
| S35 | USPS Tracking Plus | | | | | |
| S37 | Adult Signature 18 Required NSA Only | | | | | |
| S38 | Adult Signature 18 Restricted Delivery NSA Only | | | | | |

* Available for parcels only
 Items mailed with Extra Services must meet the mailing standards for the extra service.

| | | | | | | |
|-----|--|--|--|--|--|--|
| S99 | Part S Total (Add lines S1 — S38) | | | | | |
|-----|--|--|--|--|--|--|

First-Class Mail — Instructions

Use this form for First-Class Mail and First-Class Package Service.

- Step 1:** Complete Mailer and Mailing sections on page 1. The Mailer section must be completely filled in, including the Permit Holder in the first box, the Mailing Agent, if any as described below, in the second box, and the Mail Owner, as described below, if other than the Permit Holder, in the third box.
- Mailing Agent:** The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printer, letter shop, address list provider/manager; mail preparer, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager.
- Mail Owner:** The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.
- Step 2:** Before you complete the Postage section, go to parts A through S. Complete the part(s) that pertain to your mailing. The following information will help you to determine which parts to complete:
- Part A:** Automation prices—All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the lines provided. Enter total in Part A Total box.
- Part B:** Nonautomation prices. Report any mixed weight residual mail from a presort mailing on line B4. Report single piece and residual pieces on line B5, when choosing to present mail with various weights, separately. Enter total in Part B Total box.
- Part C:** Commercial and Retail Parcels. Enter total in Part C Total box.
- Part D:** Round Trip DVD, CD, or other disc mailer. Enter total in Part D Total box.
- Part S:** Extra Services—Report any combined Extra Services on the lines provided for them, e.g., Insured mail that is also Restricted Delivery would be reported on line S31—Insurance Restricted Delivery. Enter total in Part S Total box.
- Step 3:** Add the postage in parts A through S without rounding.
- Step 4:** Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places. For postage affixed mailings round off to three decimal places.
- Step 5:** Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block.
- Step 6:** Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any Fee on Line 4.
- Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on Line 5.
- Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing.

Instructions continued on next page

First-Class Mail — Instructions

Use this form for First-Class Mail and First-Class Package Service.

Further Information About Discount Total Column

Mailings that qualify for Full Service Intelligent Mail Option will report the discount in the Discount Total column of each line of the postage statement. The Full Service Intelligent Mail Option lines are for display and data gathering purposes only.

When there is a Full Service discount but no other incentive discount, the Full Service discount is reported directly in the Discount Total column.

When there is both a Full Service discount and an incentive discount, the Discount Total must include both discounts so it must be calculated in an offline calculation with the resulting value reported in the Discount Total column. The calculation is performed as follows:

The Subtotal Postage (SP) amount is not affected and is calculated in the usual way. The Discount Total (DT) is calculated by, first, determining the Full Service discount (FSD) by multiplying the number of Full Service pieces by the per-piece Full Service discount. Then you must calculate the Incentive Discount (ID) by subtracting the Full Service discount (FSD) from the Subtotal Postage (SP) and multiplying the result by the Incentive Discount percentage (ID%) expressed in decimal form, such as .02. Then add the Full Service discount (FSD) and the Incentive Discount (ID) to get the Discount Total (DT).

This calculation can be expressed as an equation as follows:

$$DT = FSD + ID \text{ or } DT = FSD + ((SP - FSD) \times ID\%)$$

For more information on mailing standards, prices, and fees please go to Postal Explorer at pe.usps.com.